

SP 3.4 – Personal Conflicts of Interest

Substantive changes made for the 3-29-06 version:

1. Provides a clearer and expanded statement of policy relative to prohibitions to making or participating in decisions relating to award, negotiation, or administration subcontracts.
2. Updates definition of a “near relative” to include a domestic partner of a University employee or a relative of the domestic partner.
3. Deletes definition for the Conflict of Interest Coordinator since it is not necessary for the purposes of this SP.
4. Provides improved definition for employee-vendor relationship.
5. Provides electronic link to UC’s *Conflict of Interest Code* where more detail can be found relative to when an employee has a financial interest in a Laboratory decision.
6. Adds definitions for “Former Employee” and “Responsible Official”.
7. Expands procedural guidance detailing prohibitions relating to employees or near relatives and former employees.
8. Provides enhanced guidance on offeror certification of employee-vendor relationships.
9. Deletes procedural guidance on sole source subcontracts since the same guidance must be followed whether a procurement is competitive or sole source.
10. Adds responsibilities of the Procurement Manager.
11. Updates References to include Chapter 2.20 – Outside Employment and Employee Business Activities of the Laboratory Regulations and Procedures Manual (RPM).
12. Updates Exhibit 3.4a to reflect changes effected in the basic SP as discussed above.